

## **UFBA Volunteer Field Experts: HAUORA (Safety, Health and Wellbeing)**

### **Terms of Reference**

#### **Background**

The UFBA is committed to ensuring all the advocacy work and submissions we provide on behalf of our members and their communities is evidence-based.

We recognise that our membership is a rich source of diverse skills, knowledge and experience, and that this needs to be harnessed for the benefit of all members and their communities.

The UFBA's professional working relationship with FENZ means that we are often included in initial discussions with relevant FENZ managers to assist them with gaining an early understanding of where the gaps are for our members, how this might affect volunteers, and areas for improvement before going out for full consultation.

Additionally, the UFBA's proactive approach to identifying local and national trends, concerns, or issues from our membership means that we are often required to find evidence-based proposals before going to FENZ with the problem.

In both cases, we need members help to do this effectively.

#### **Purpose**

This group aims to provide a forum that values, acknowledges and utilises the expertise within UFBA membership and better enables the UFBA to draw on this specialised knowledge, with a focus on **Hauora (Safety, Health and Wellbeing)**.

To strengthen the voice of our membership and demonstrate our member's expertise to influence sector-wide policy and changes over time, especially where changes could impact the delivery of fire and emergency services in local communities.

The UFBA wants to ensure brigades are well-supported by FENZ to serve and protect their communities, and that any changes or implementation is made noting the advice of volunteers.

#### **Objectives:**

1. Raise with the UFBA opportunities for improvement regarding hauora (safety, health and wellbeing).
2. Review, discuss and provide feedback or advice on FENZ policies and procedures that affect volunteer hauora.

#### **Roles and Responsibilities:**

##### **Members of the Field Experts Group will:**

- Be a point of contact for expert advice, improvements, and innovations on the subject.
- Be a point of contact for the UFBA to test new ideas, consult with, and seek solutions from.
- Raise matters relevant to the subject for the UFBA Management Team to consider
- Use their informed perspectives from within the sector and outside the sector to provide feedback or advice on the subject being requested.

- Represent wider UFBA members' views, which may at times be different from their own personal views.
- Use an unbiased approach when providing feedback or advice.
- Ensure that the focus remains on the matter raised.
- Respond to requests within the advised timeframes, to ensure feedback is captured.
- Treat any information disclosed by the UFBA as confidential, unless otherwise specified.
- Adhere to the UFBA's Professional Standards - [Professional Standards | UFBA](#).

#### **The UFBA will:**

- Provide opportunities for Field Expert Group members to discuss matters with each other.
- Provide a dedicated staff member to effectively administer the group and ensure all information/feedback/advice is collated and/or distributed accordingly.
- Utilise this group as a key information source for developing submissions, business cases, projects and initiatives.
- Make the UFBA Management Team available to the group for any issues that need to be escalated.

### **Subjects for the UFBA Volunteer Field Experts Group – Hauora**

This group will cover a broad range of safety, health and wellbeing subjects.

Our first focus for this group will be that Fire and Emergency (FENZ) are in the very early stages of resuming work on establishing a compliant health monitoring programme for FENZ personnel, which is one component of the Health Standards project.

The objective of the Health Monitoring project is to enable FENZ to meet its legal obligations to keep its staff and volunteers safe at work, while supporting them to remain healthy. Health monitoring will enable FENZ to demonstrate that the risk controls they have in place are effective and taking all reasonable steps to reduce the impact of work on the health of FENZ personnel, as required by section 36(3)(g) of the Health and Safety at Work Act 2015.

We encourage the Group to also raise any additional safety, health and wellbeing subjects for discussion with the UFBA.

### **Membership Criteria**

Successful candidates will have:

- Specialised knowledge and experience in the area of physical or mental wellbeing.
- Knowledge of FENZ's safety, health and wellbeing policies and processes current state
- The ability to represent the UFBA's diverse wider membership.
- The ability to work collaboratively and professionally to achieve a great outcome for all parties.
- Advantageous to have:
  - A medical qualification, HR experience, health and safety in workplace management, or risk reduction experience.
  - Completed research and aware of new innovations in hauora that may be of use in New Zealand and Internationally.

### **Operating Process**

This group is always on standby to engage as required. The group may be called to meet online to discuss a matter requiring discussion, or the group may be asked to provide written feedback only.

Subjects for discussion can be raised in various ways, including from UFBA Management and other members of the group.